

STATE RECORDS COMMITTEE
Approval Signature Sheet
Records Retention Schedule
APPLICATION NO. 910510-01

SCHEDULE NO: 85-0098-A

EFFECTIVE DATE: 09/21/95

SUPERSEDES SCHEDULE NUMBER: 85-0098

EFFECTIVE DATE: 01/03/86

Creating Agency: Department of Education
Administrative Services
Grants Management Section

Series Title/Dates: Child Nutrition Audit Report Files, 1988 to [Ongoing]

Access: Open

Class: Individual

Function

Documented: Administering the closure of child nutrition participant audits through the resolution and compliance of audit exceptions and requirements of the U. S. Department of Agriculture.

Consists of: Audits of child care participants, correspondence relating to closure of financial and non-financial audit discrepancies, receipt and suspense files relating to the audit activity, Child and Adult Care Food Program audits, School Lunch and Breakfast audits, and temporary Emergency Food Assistance Program audits.

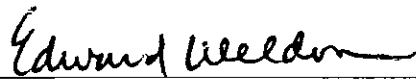
Arrangement: Alphabetical by audit type.

Media: Paper

Retention Requirements: Administrative one (1) year
Federal Regulations three (3) years [CFR 226.10(d)]

Disposition Instructions: Cut off files at the end of each Federal Fiscal Year;
Hold in current files area one (1) year;
Transfer to the State Records Center and hold three (3) years, or until
the resolution of all state and federal audit questions;
Destroy.

The State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached records retention schedule application.



Edward Weldon
Secretary of State Designee

9/22/95
Date

**APPLICATION FOR RECORDS RETENTION SCHEDULE****OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION**

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Administrative Services, Fiscal Services Division, Grants Management Section 1570 Twin Towers East Atlanta, Georgia 30334	Application Number	85-98
Application Number		Date Received	Date Completed
		DEC 11 1985	JAN 3 1986
2. Person to Contact Donald L. Moore <i>10-21-85</i>		Working Title Senior Grants Administrator	Telephone Number 656-2441
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 10/1/82 Present		5. Records Series Title (followed by title used in office, if different) Child Care Food Program (CCFP) Audit Report Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Grants Management Section was authorized in March, 1981 as a Section within the Fiscal Services Division. The Section's function in this record series is to resolve the fiscal aspects of audits, including reclaim of funds related to audit exceptions relating to the audit requirements of the United States Department of Agriculture.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: administering the audit closure of CCFP audits of child care participants. Included are: (a) audits of child care participants (b) correspondence relating to the closure of financial and non-financial audit discrepancies; and (c) receipt and suspense files relating to the audit activity. File is arranged: alphabetical sequence			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old <u>20</u> ; twenty-five months and older <u>10</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>4</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 1 _____ years. |
| c. Federal law | 3 _____ years. | f. Federal retention instructions | 3 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Audit file contains each organization's written response to the findings and recommendations which may be reviewed prior to or after the next audit to see what corrections had been implemented on the earlier audit findings and recommendations.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 3 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Note: Audits are performed on a federal fiscal year basis, i.e. October through September

These instructions apply to all prior and future accumulations of the series. N/A

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy E. [Signature]</i>	12/9/85	<i>Yickie Pakes</i>	12/06/85
State Records Committee (Signature)			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>[Signature]</i>	12/31/85
	Secretary of State/Designee	<i>Edward Weldon</i>	12/16/85
	Attorney General/Designee	<i>[Signature]</i>	1/2/86